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FINAL FILING DATE: February 5, 2018



CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE

Nancy Hlibok Amann, Ph.D., Superintendent

3044 Horace Street

Riverside, CA 92506

California Department of Education **Job Announcement**

Position: Office Technician (Typing)

Area: High School

Tenure: Permanent

Time Base: Full Time

Salary: \$2,921 - \$3,656 per month

Position is for a 10 month school year with eligibility for an additional 2 months to be paid by State Special School Benefits through Unemployment Insurance.

General Duties: Under the supervision of the Department Principal, the Office Technician provides general clerical support.

Responsibilities include but are not limited to:

- Function as the secretary for the Department.
- Use technology sufficiently (ie. Microsoft Outlook, Word, PowerPoint, Excel, Publisher, PowerSchool, Videophone, fax machine, pager, etc)
- Be the point of contact and communication facilitator with parents, districts and other departments school wide
- Complete state mandated paperwork (Purchas Orders, Work Orders, SARB letters, etc.)
- Maintain accurate records for student and staff attendance, IEPs, student documentation, etc.

Knowledge and Abilities:

- Perform clerical and technical work; follow directions; evaluate situations accurately, and take effective action; learn and apply laws, rules and regulations, procedures, and polices. Make arithmetic calculations with speed and accuracy; read and write English at a level required for successful job performance; meet and deal tactfully with the public, co-workers and/or clients, either face to face or by telephone.

Minimum Qualifications:

- One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B. **or** Experience: Two years of experience in typing and clerical work.
- Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material (must provide typing certificate prior to hire).

Desirable Qualifications:

- Fluency in expressive and receptive American Sign Language (ASL) and Standard Written English.
- Education equivalent to completion of the twelfth grade.
- Ability to work effectively with staff, students and community groups.
- Willingness to participate in school and deaf culture community events and attend ASL school-sponsored classes to build ASL skills as necessary.
- Possess planning, organizational, and interpersonal skills i.e. Review all documents prepared for format, content, grammar and spelling; use a desktop computer, laptop or typewriter, maintain confidential files, reports and other needed data for students/employers.
- Knowledge of: Modern office programs, methods, supplies and equipment; business English and correspondence; principles of effective training.

- Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

Condition of Employment: Subject to fingerprinting and criminal record clearance by the Department of Justice and Federal Bureau of Investigation and Tuberculosis clearance.

Who May Apply: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and or Surplus eligibility or have list eligibility. SROA and Surplus candidates may attach "surplus letters" to their applications. All applicants must clearly indicate the basis of their eligibility in the "Explanations" section on the Standard State Application Form (STD 678). Applications will be screened and only the most qualified will be interviewed. This advertisement will be used for this and other vacancies that may occur during this posting and future Permanent and/or Limited Term vacancies that may occur. For information on how to obtain list eligibility, please visit the CalHR website at <http://www.jobs.ca.gov/>.

DEPARTMENT IS NOT REQUIRED TO CONTACT ALL CANDIDATES WITH LIST ELIGIBILITY;
THEREFORE, CANDIDATES ARE ENCOURAGED TO SEARCH FOR VACANCIES THEY MAY BE
ELIGIBLE FOR AND APPLY.

HOW TO APPLY:

**Electronic applications submitted through your CalCareer account are highly recommended.
Electronic applications must be received by 11:59 p.m. on the final filing date.**

If you are unable to apply electronically through your CalCareer account, please hand deliver or mail a completed and signed STD. 678 and application package to:

**California School for the Deaf, Riverside
Attention: Personnel Office/Deanna Ybarbo
3044 Horace Street
Riverside, CA 92506
(951) 248-7700 ext. 1116 Voice**

Applications must be received in the Personnel Office or postmarked by: February 5, 2018

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.